

SIP Narrative Template Instructions

The Instruction Manual, templates and template instructions for the C-CFSR Process are available on the [Children's Services Outcomes and Accountability Bureau](#) and [CDSS County Extranets](#) webpages.

The SIP Narrative Report Template mirrors the Instruction Manual and provides the appropriate headings for counties to insert county-specific information. Required elements for inclusion in the SIP Report can be found in Chapter 3. Utilize the Instruction Manual for details regarding required information to be included under the headings within the template.

The county has discretion to add additional sub headers, graphs or other tools to provide the required information in each section of the template. Adjust style and formatting by selecting the text and changing the font style to the county's preference. Consider utilizing graphs and other illustrations to present information within each template. Upon completion of the report, the table of contents may be manually populated with page numbers and attachment information.

The SIP Report includes the SIP Narrative, the 5-Year SIP Chart, the CAPIT/CBCAP/PSSF Expenditure Workbook, the CAPIT/CBCAP/PSSF Program and Evaluation Description and the Notice of Intent.

The following is the format for submitting the full report:

- County Cover Sheet (optional)
- C-CFSR Signature Sheet (this item can also be submitted as an attachment)
- SIP Report
- Attachments:
 - 5-Year SIP Chart
 - CAPIT/CBCAP/PSSF Expenditure Workbook
 - CAPIT/CBCAP/PSSF Program and Evaluation Description
 - Notice of Intent
 - Other attachments as needed
 - Document indicating Board of Supervisors (BOS) approval

Board of Supervisors approval is statutorily required. BOS approval may be provided by a signature of a representative of the BOS on the C-CFSR Signature Sheet and/or with submission of the formal document which signifies the Board's approval, such as an approved agenda item, minute order or Board Resolution.